



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2/8/18	<u>Interviewer:</u> Lafayette Baker	RFA #18 –
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Professor		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Disability		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

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|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
2/8/18	Professor [REDACTED] called LB	Professor [REDACTED] explained to LB that he teaches [REDACTED] on [REDACTED] and [REDACTED] from [REDACTED]. One student has a hearing impairment and is accommodated with transcribers. Another student has a small emotional support dog. The student with a hearing impairment informed him today that the dog is a distraction for him and prefers that the dog be removed. He said he would send an email with more details.
2/8/18	Professor [REDACTED] emailed LB	Professor [REDACTED] email indicated: "I teach [REDACTED] on [REDACTED] and [REDACTED] from [REDACTED]. One student has a hearing impairment and is accommodated with transcribers. Another student has a small emotional support dog. I don't know her specific condition, but I'm confident the dog is present for emotional support. The dog is well-behaved during class, either sitting on the table in front of the student or in her lap. The student with a hearing impairment informed me today that the dog is a distraction for him and prefers that the dog be removed. I asked if the situation

		<p>would be manageable if the student and her dog could be situated as far away and as much out of sight as possible. He didn't think that strategy would work, and the dog would continue to be a distraction for him. The only "give" on his part would be if the student needed the dog due to a "severe emotional" issue.</p> <p>I intend to send the policy governing animals on campus, including emotional support dogs, to the student who complained. I also intend to inform him that I've referred the matter to your office for guidance, so a solution may not be immediate or even in time for Tuesday's class. I do not intend to say anything to the student with the dog until I receive your guidance.</p> <p>I'm usually only on campus Tuesday and Thursday, but I can be reached by email. I'm available, too, to talk by phone from home. Further, I could come to campus on Monday if necessary. Or I could meet prior to class on Tuesdays and Thursdays.</p> <p>Thanks for your support and guidance."</p>
2/9/18	SGS and LB called Professor [REDACTED]	SGS talked to Professor [REDACTED] about detailed regarding emotional support dog situation. She explained that only service animals are allowed in classrooms. Emotional support animals are allowed in residences. SGS asked Professor [REDACTED] to have [REDACTED] contact the EO Office.
2/9/18	LB called Kim Thiessen	LB talked to Ms.Thiessen from DRS about Professor [REDACTED] situation. Ms.Thiessen said she will contact [REDACTED].
2/12/18	Ms.Thiessen emailed Professor [REDACTED], SGS, and LB	<p>Ms.Thiessen email indicated:</p> <p>"Want to let you all know that I met with [REDACTED] yesterday and, as I suspected, having a dog in class was not really a huge concern to him. Apparently, the student with the dog was sitting a couple seats away from him on Thursday when another student sitting between them moved, causing the dog to be in [REDACTED] peripheral vision. [REDACTED] was not having a very good day and since he is extremely distractible, he started to focus more on the dog than on class.</p> <p>He said he is fine with having the dog in the class, and he just asks that the other student sit on the other side of the room or behind him so the dog is not in his sight line. He also mentioned the dog being on the tables and running around the room during breaks, which can be disrupting if he is trying to focus on class material.</p> <p>I don't believe there's any need for further concern, other than having the dog moved across the room. I would be happy to talk with [REDACTED] again, if there are any further issues."</p>
2/12/18	Professor [REDACTED] emailed SGS, LB, and Ms.Thiessen	<p>Professor [REDACTED] emailed indicated:</p> <p>"I was hopeful the matter would take this direction, so thanks for steering it toward a positive resolution.</p>

		<p>I sent a pair of emails to [REDACTED], neither of which he responded to. I will try again, because he needs to know that I will need to mention to [REDACTED] that she and her dog must be positioned where they're least likely to distract him. I hope to meet with [REDACTED] prior to Tuesday's class, but that will depend on her schedule.</p> <p>Thanks to all of you for your guidance and support. This matter had the potential to blow up, which would have been unfortunate for everyone, especially, I'm afraid [REDACTED]. Hopefully, our preemptive efforts have avoided fallout.</p> <p>Also, thank you Sue for clarifying the policy on emotional support dogs. I'm glad, too, that the written policy is going to be revised to make it more explicit that only service dogs are allowed in classrooms. Indeed, I intend to send an email to my spring quarter class informing students of the policy, hoping to avoid similar complications."</p>
2/12/18	SGS emailed Professor [REDACTED] Ms. Thiessen	SGS thanked Ms. Thiessen for her help and told Professor [REDACTED] to let EO know if we can be of further assistance.